



Dylan Thomas
Town Clerk & Finance Officer
Towyn & Kinmel Bay Town Council
Community Resource Centre
The Square
Off Foryd Road
Kinmel Bay
Conwy LL18 5BT

The Parkinson Partnership LLP
Wessex House
Upper Market Street
Eastleigh SO50 9FD

steve@parkinsonpartnership.uk
www.parkinsonpartnership.uk
Telephone 023 8218 2318

6 November 2023

Dear Dylan

Letter of Engagement

Thank you for engaging The Parkinson Partnership LLP to advise the council. I will be your main point of contact, although other staff may be involved in the work undertaken. This letter (including any schedules), together with our standard terms and conditions, sets out the basis on which we will act.

Nature of services

To act as the council's retained advisors on routine VAT and finance matters (excluding analysis of options on works over £250,000), answering queries by email or telephone.

Fees

*Our fee for this service will be a **fixed sum of £220 per annum.***

This fee does not include:

- *Formal, written reports*
- *Representing the council to HMRC*
- *Attendance at any meetings*
- *Rescuing the council if they ignore the advice given*
- *Undertaking detailed calculations or analysis*

*Advice beyond this (if instructed) will be charged at **£110 per hour** unless we provide a fixed fee quote.*

*Any travelling would be charged at **45 pence per mile.***

Our fees will be billed in advance, payment is due within 28 days of the invoice date.

The Parkinson Partnership is a Limited Liability Partnership registered in England & Wales, number OC401821
Registered Office: Wessex House, Upper Market Street, Eastleigh SO50 9FD
Members: Steve Parkinson FMAAT MIoL, Cordelia Parkinson

Period of engagement

This engagement will start on the date that you sign this agreement and (unless we specify otherwise) will terminate in accordance with our standard terms and conditions.

Scope of services

We have listed above/in any attached schedule the work that you have instructed us to carry out. If we agree to carry out additional services for you, we will provide you with a new or amended engagement letter. Only the services that are listed are included within the scope of our instructions.

Data protection

We take your privacy and the privacy of the information we process seriously. We will only use your personal information and the personal information you give us access to under this contract to administer your account and to provide the services you have requested from us.

We attach our privacy notice setting out our approach to handling your information. In signing one copy of this letter you will be indicating that you have read and agreed the terms under which we operate as set out in this notice. In addition, please note that we require your agreement on several specific points, which are also included in the acceptance section below:

(a) Alternate arrangements

We have arrangements in place for an alternate to deal with matters in the event of permanent incapacity or illness. This provides protection to you in the event that I cannot act on your behalf, and in signing this letter you agree to the alternate having access to all of the information I hold in order to make initial contact with you and agree the work to be undertaken during my incapacity. You can choose to appoint another advisor at that stage if you wish.

(b) Secure communications and transfer of data

We will communicate or transfer data using the following:

- Post/hard-copy documents
- Encrypted emails
- Skype, Zoom, MS Teams or similar conference software
- Telephone
- Email*

*if you require us to correspond with you by email that is not encrypted, you also accept the risks associated with this form of communication.

Professional regulation

Steve Parkinson is licensed and regulated by AAT under licence number 1001156. AAT is recognised by HM Treasury to supervise compliance with the Money Laundering Regulations and The Parkinson Partnership LLP is supervised by AAT in this respect.

Ethical guidelines

We will observe the ethical guidelines of the Association of Accounting Technicians and accept instructions to act for you on the basis that we will act in accordance with those guidelines. A copy of these guidelines will be supplied to you on request.

General

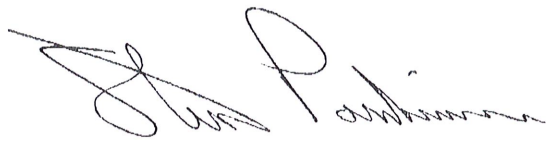
This Agreement contains the whole agreement between the parties relating to its subject matter and supersedes all prior discussions, arrangements or agreements that might have taken place in relation to the Agreement. Nothing in this clause limits or excludes any liability for fraud or fraudulent misrepresentation.

Nothing in the Agreement will establish any employment relationship, partnership or joint venture between the parties, or mean that one party becomes the agent of the other party, nor does the Agreement authorise any party to enter into any commitments for or on behalf of the other party.

Agreement of terms

Please confirm your agreement to the terms set out in this letter (including any schedules), the attached privacy notice and our Standard Terms and Conditions by printing and signing a copy of this letter, returning it by post to the above address.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Parkinson', written over a horizontal line.

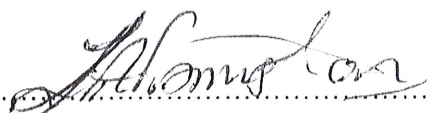
Steve Parkinson
The Parkinson Partnership LLP

Acceptance

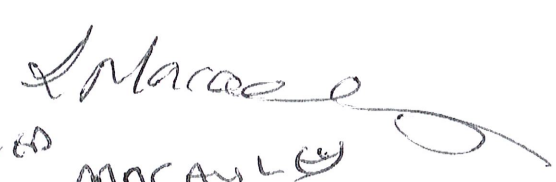
I acknowledge receipt of your letter above, any attached schedule of services, the privacy notice and standard terms and conditions, which fully record the agreement between us concerning your appointment to carry out the work described in those documents.

I also confirm the following in relation to data protection:

- a) I have read, understand and accept the basis on which my information will be dealt with as set out in the privacy notice provided.
- b) I agree to your appointed alternate having access to my records in the event of your illness or permanent incapacity.
- c) I understand that you will communicate or transfer data with me using the following:
 - i. Post/hard-copy documents
 - ii. Encrypted emails
 - iii. Skype or similar conference software
 - iv. Telephone
 - v. Email*
- d) *I accept the risks of you corresponding with me by email that is not encrypted

Signed...  Date... 9/11/2023

for and on behalf of the council - Louise Formston
CHAIR for council


Signed ANNA MACAULAY
DEPUTY CHAIR for council 9/11/2023

WITNESSED BY  9/11/23
Dylan Thomas Clerk + RFO